Multifamily Request for Proposal (RFP) Upload

Instructions

Purpose

Minnesota Housing no longer accepts Multifamily RFP electronic submittals via E-Mail. The Multifamily Request for Proposal (RFP) Upload allows owners, developers, and/or processing agents a fast and easy way to electronically submit their Multifamily RFP materials via the Internet. In an effort to identify and distinguish the electronic submittals, **the following document titles shall be used for the checklist items identified below:**

A1	CommonApplication
A2	RentalHousingNarrativeQuestions
A3	MethodOfSatisfyingGreenCriteria
A4	CertOfEnviroIssues
A5	MarketQualification
A6	TransitOrientedMap
A7	SiteLocationMap
A8	Photos
A9	ArchitecturalRequirements
A10	SiteControl
A11	SourcesAndUsesOfFunds
A12	TenantRelocationPlan
A13	LHIACertOfCompliance
A14	AckOfReceptivityToLCA
A15	ResOfReceptivityToDEED
A16	DEEDSummaryInfoSheet
A17	NOLO
A18	LocalHRAPHANoticeAgreement
A19	RAPaymentStandard
A20	UAFromHRAPHA
A21	CommitProjectBasedRentAssist
A22	RentRoll
A23	PresOfFedAssistDocs
E1	CountyLetterOfConfirmation
E2	CertOfConsistency
F1	CurrentOperatingBudget
F2	HSASMILetterOfSupport

       G1   RABudgetWorksheet
       G2   ProgramPolicies

If multiple documents will be submitted for one checklist item, insert 1of2, 1of3, etc. at the end of the document title.
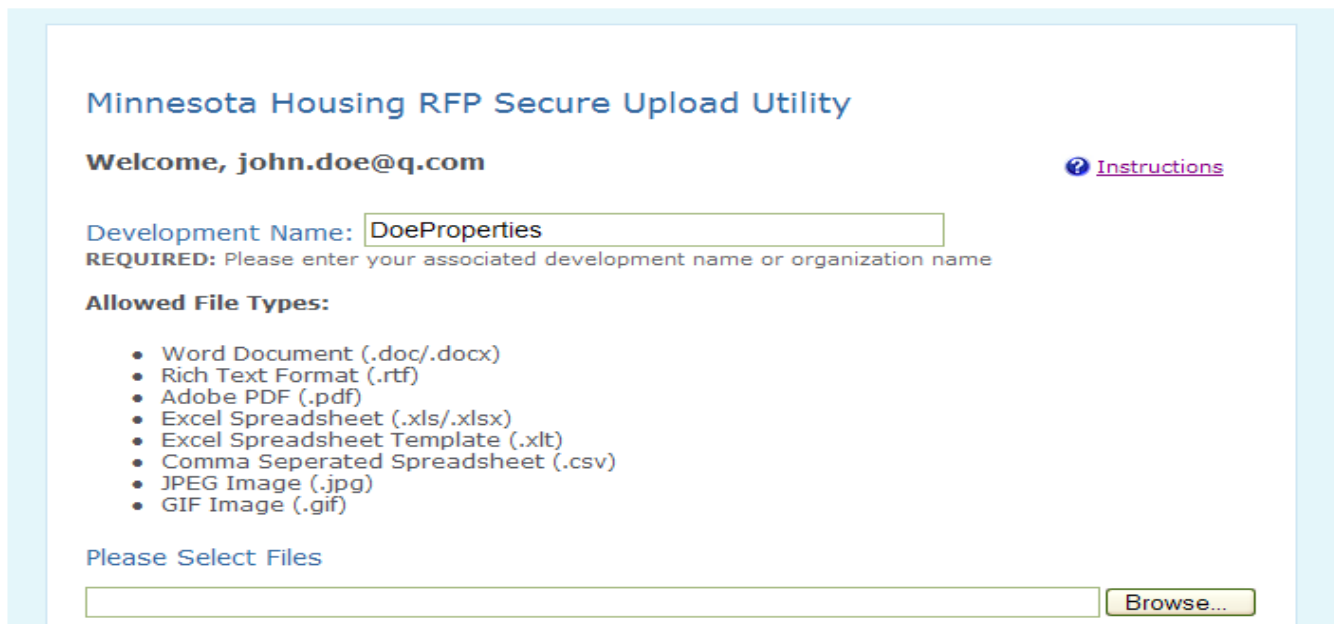
Procedure

1. Visit the following website: http://www.mnhousing.gov/login/index.aspx, then click on Multifamily Request for Proposal (RFP) Upload
2. Enter your E-Mail address, agree to the Terms and Conditions, then click on Sign In

3. Once logged in, enter Development Name, or if submitting Qualification Forms, enter Organization Name

4. To select files for upload, click on the <u>Browse</u> button
5. To select additional files, you may click <u>Browse</u> again
6. Once all files are selected, click on the <u>Upload Files</u> button
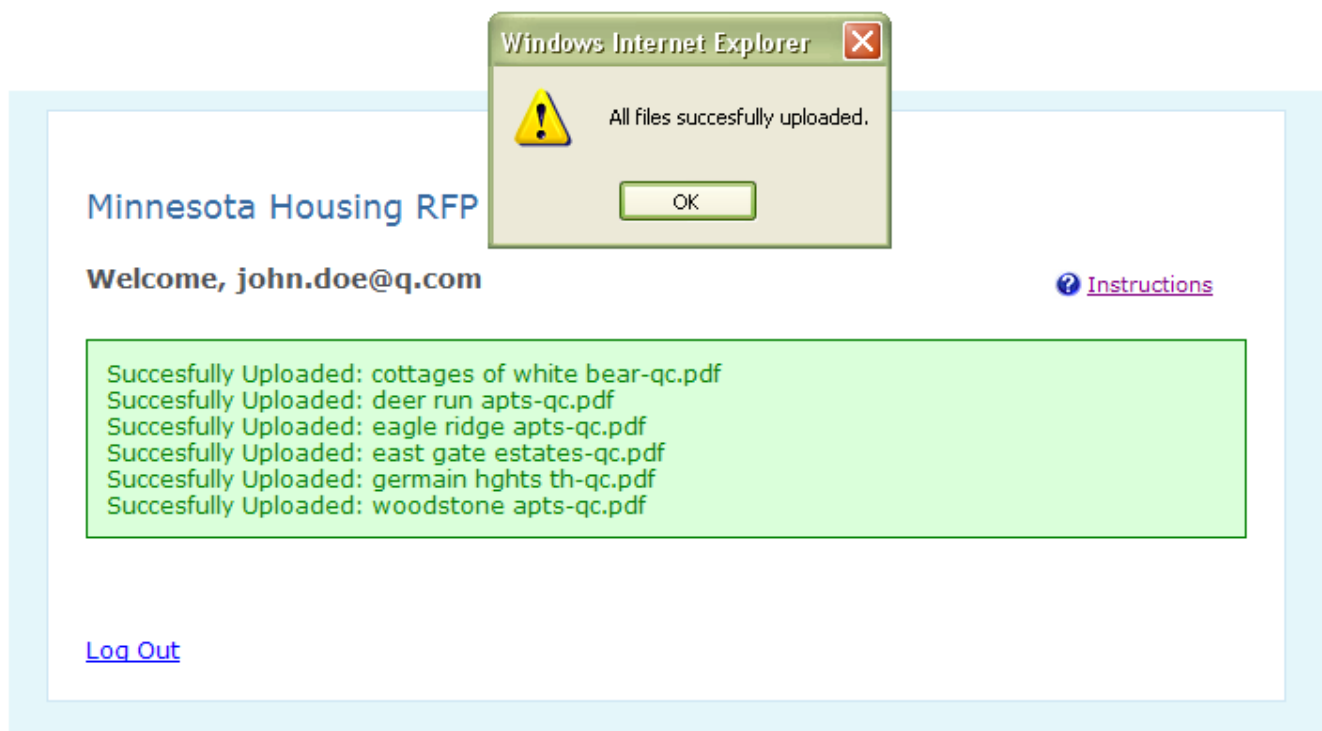
H:\My Web Stuff\Woodstone Apts-QC.pdf   Browse...

Upload Files

Log Out
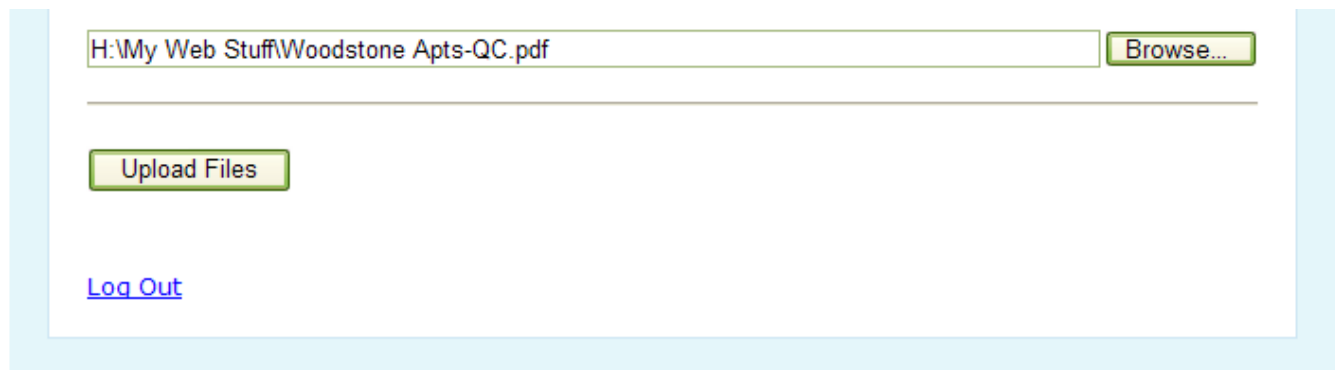
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7. A box will appear indicating <u>All files successfully uploaded</u>

Windows Internet Explorer

All files succesfully uploaded.

OK

Minnesota Housing RFP

Welcome, john.doe@q.com   Instructions

Succesfully Uploaded: cottages of white bear-qc.pdf
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Succesfully Uploaded: east gate estates-qc.pdf
Succesfully Uploaded: germain hghts th-qc.pdf
Succesfully Uploaded: woodstone apts-qc.pdf

Log Out

8. Click on <u>Log Out</u>

Congratulations! You have successfully submitted your RFP materials to Minnesota Housing.